Proofs of Claim
(for Attorneys/Trustees)

When a proof of claim is filed in CM/ECF, the claim will be attached to the creditor record of the claimant. One must first locate the creditor by searching the creditor database and then enter the corresponding claim.

Most often the creditor filing the claim already resides in the creditor database. If the creditor cannot be located on the case, they should first be added (by the court staff) and then the claim to the new creditor record.

STEP 1   Click the Bankruptcy hyperlink on the CM/ECF Main Menu. **(See Figure 1.)**

Figure 1

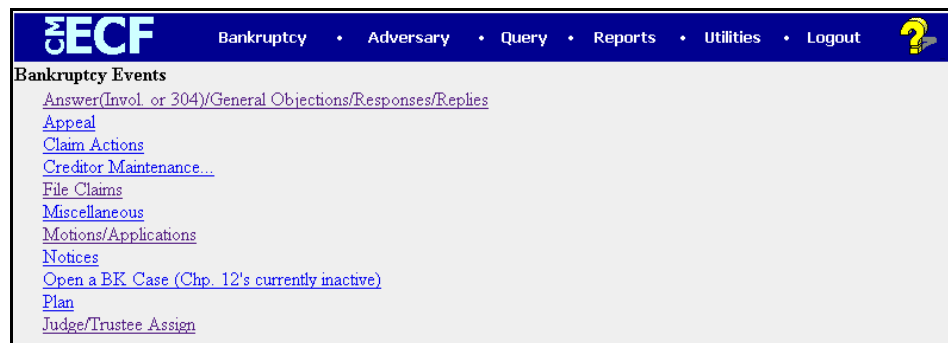**STEP 2**   The **BANKRUPTCY EVENTS** screen displays. **(See Figure 2.)**

Figure 2

—   Click on the File Claims hyperlink.

STEP 3   The **CREDITOR SEARCH** screen will display. **(See Figure 3.)**
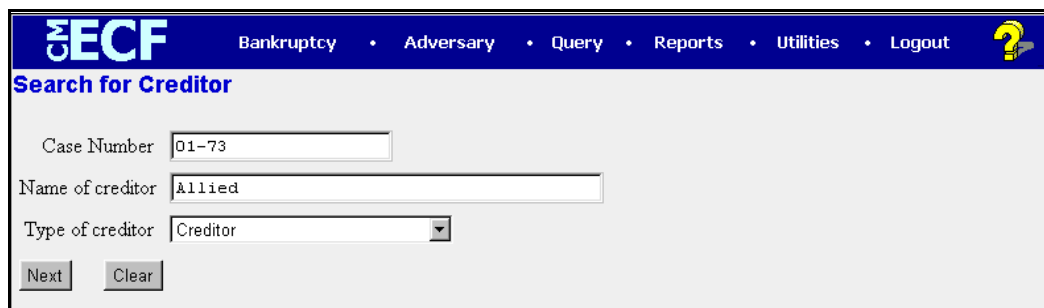

Figure 3

—   Click in the **Case Number** box and enter the correct case number in *YY-NNNNN* format.

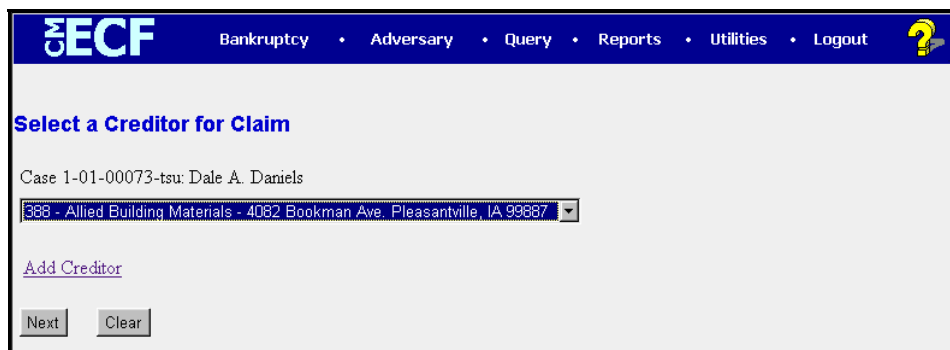—   Enter the **Name of creditor** filing the claim. Additional search clues are shown below.

Search Hints for Creditor Database:

1.	Searching is case sensitive. (Smith, not smith)
2.	Include punctuation. (O'Brien or Garcia-Barrera)
3.	Partial names can be entered. (Smi)
4.	Significant words or names are effective. (Radio for Radio Shack and Northwest Radiology)
5.	Try alternate search clues if your first search is not successful.
6.	Wild cards are not required but may be used.

NOTE: Do not change the default of **Creditor** in the **Type of Creditor** box. When a matrix is uploaded into the system, the Creditor Type field defaults to **Creditor.**

—   Click **[Next]** to search the creditor database for this claimant.

STEP 4   The **CREDITOR SELECTION** screen will then display the
               creditor(s) who match the search criteria. **(See Figure 4a.)**
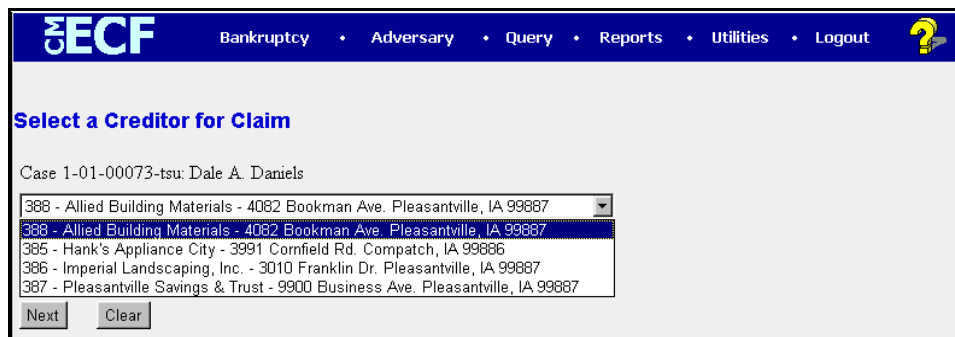
Figure 4a

NOTE: If no search criteria was entered in the search Name of
               Creditor field, all creditors belonging to the case will be
               found. Click on the drop-down arrow to display all of the
               creditors. **(See Figure 4b.)**

Figure 4b

—   Select the desired creditor by clicking on it with your mouse if
        using the drop-down select window.

—   Click **[Next]** to continue adding a Proof of Claim.

STEP 5   The **PROOF OF CLAIM INFORMATION** screen displays fields for each claim. **(See Figure 5.)**

Figure 5

—   Enter the data in the appropriate fields for the claim. Do not enter the "$" or commas in the dollar amount fields. Values default to whole dollars. Decimals are accepted but not required.

—   There is an **Amount Claimed** and **Amount Allowed** section to record. Do not enter **Amount Allowed** at this time. Both of these amounts will appear on the Claims Register.

—   The **Filed By** field offers the options of **Attorney**, **Creditor**, **Debtor**, or **Trustee**. (In this example, an attorney is filing the proof of claim, so we chose **Attorney**.)

—   The optional **Status** field displays the Claim status of Allow, Amend, Expunge, Reclassify, Reduce, Withdraw. These values are controlled by the court. Certain events in the court dictionary (such as Withdrawal of Claim) can automatically update this field. Also refer to the clerks' comments in the **Remarks** field for additional information regarding the status of the claim.

— The **Description** and **Remarks** fields will appear on the Claims Register. Both fields are 60 characters long, including spaces.

— The **Total Amount Claimed** and the **Total Amount Allowed** fields total the values of Unsecured, Secured, Priority and Unknown. An aggregate total of all claims is included at the end of the Claims Register.

— When you have completed this screen, click **[Next]** to associate the PDF file of the claim with this filing.

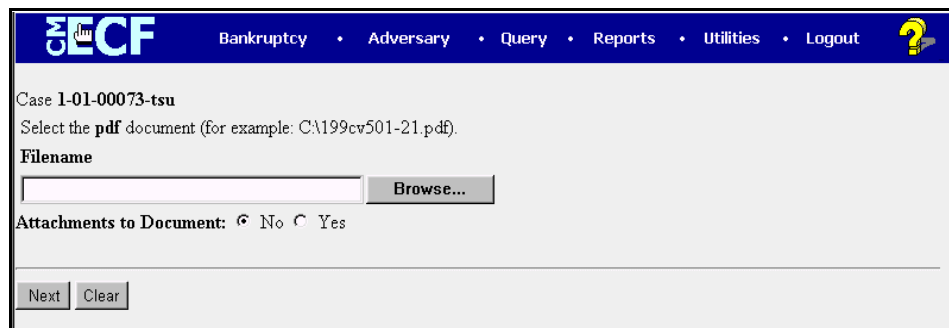**STEP 6**   The **PDF Document** screen displays. **(See Figure 6a.)**

Figure 6a

— A PDF image of the claim is required.

— Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.

   • To make certain you are about to associate the correct claim file for this entry, right click on the file name with your mouse and select **Open**. **(See Figure 6b.)**
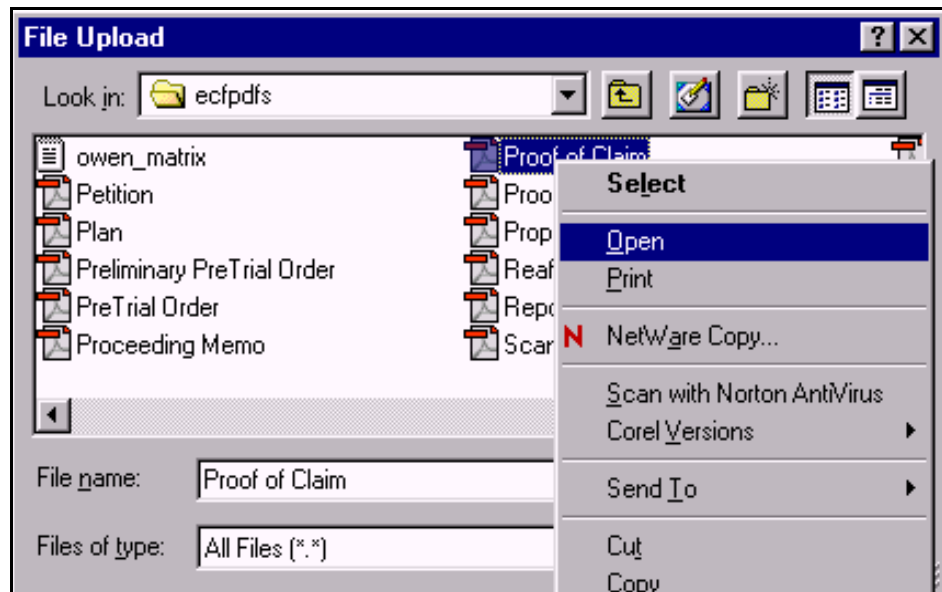
Figure 6b

- This will launch the Adobe Acrobat Reader to display the image of the claim. Verify that it is correct.

- Close or minimize the Adobe application after verifying the file, then click on the **Open** button on the File Upload dialogue box. **(See Figure 6c.)**
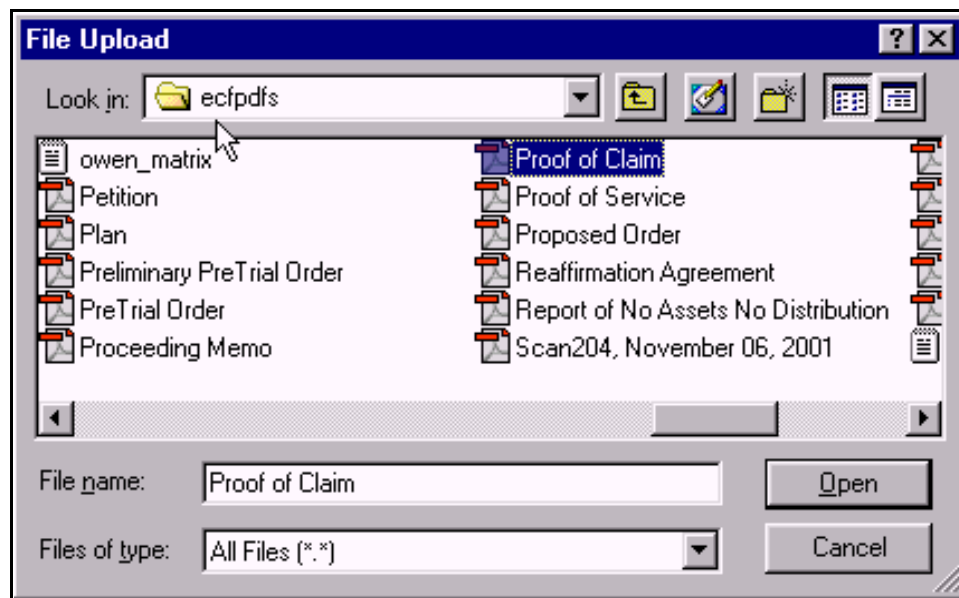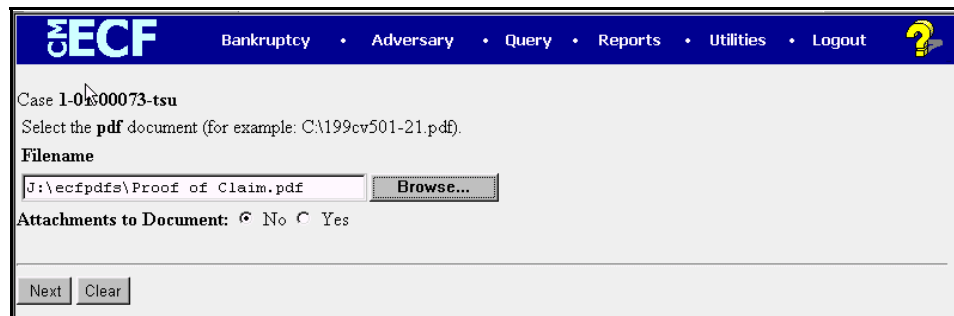

Figure 6c

— The **PDF Document** screen will reappear displaying the complete path of the associated PDF document that was selected. **(See Figure 6d.)**

Figure 6d

— PDF **attachments** to claims (contracts, invoices, or other supporting documents) can be linked to this claim. To attach supporting documents, click the **Yes** radio button to the right of the **Attachments to Document** prompt to attach the PDF document.

NOTE: Please note that the PDF file of this claim is not an **attachment.** An **attachmen**t is other supporting document or collateral information.

An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by a separate hyperlink within the docket text.

— Click **[Next]**.

STEP 7   The **NOTICE OF ELECTRONIC CLAIMS FILING** is then produced and displayed. **(See Figure 7.)**

Figure 7

—   The **Notice of Electronic Filing** is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.

—   Clicking on the case number hyperlink on the Notice of Electronic Filing will present the docket report for this case.

—   Clicking on the document number hyperlink will present the PDF image of the document just filed. Clicking on the document number here will allow you to view the filed document once without charge.

—   Scroll down to see participants who have or have not registered for electronic noticing on this case.

—   To print a copy of this notice, click the browser **[Print]** icon.

—   To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.

—   To continue claims processing, click again on **Bankruptcy**, File Claims. Your prior case number will be preserved for further claim entries to the same case. For a new case, simply type in the new number and repeat the process outlined above.

STEP 8 Trustee and Attorney users will have access to the **Notice of Electronic Filing** at the time of their filing. Subsequent access to any Query or Report programs must go through the PACER system. Users must already be registered with the PACER system to have a login and password. Note the information on the screen below. **(See Figure 8.)**

Figure 8

NOTE TO PUBLIC ACCESS USERS
You may view filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.

STEP 9   CLAIMS REGISTER

—   To run the Claims Register, click **Reports** on the Main Menu Bar and then Claims Register hyperlink. See the instructions for Claims Register.